How do I add members to my UNC Charlotte Google Group?

**Tell Me**

<table>
<thead>
<tr>
<th>Large Groups</th>
</tr>
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<tbody>
<tr>
<td>If you are managing a group with hundreds or thousands of members, contact the IT Service Desk, <a href="mailto:help@uncc.edu">help@uncc.edu</a>, and submit a request for the Google Administrators to do bulk Adds or Removes including:</td>
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<tr>
<td>1. the .csv file of desired members</td>
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<tr>
<td>2. desired Group name</td>
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<tr>
<td>3. timeframe for completion (please allow 2-3 business days)</td>
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1. Only Google group managers or IT administrators can add members to a Google group. These instructions are for Group Managers:  
2. Log into gmail.uncc.edu  
3. In the top right corner, click on the grid icon  
4. Click on **Groups** icon  
5. Click on **My Groups** icon  
6. Click on the name of the group you want to manage  
7. Click on **Members** in the top right corner  
8. Click **Manage**  
9. You will see the current membership list
10. In the left hand navigation bar, click on Members

- Members
  - All members
  - Invite members
  - Direct add members
  - Outstanding invites
  - Join requests
- Messages
- Settings
- Permissions
- Roles
- Information

11. You can choose to:
   a. **Invite members** OR **Direct Add members**
      i. **Invite members** allows you to enter an email address and send an email message
      ii. **Direct Add Members** allows you to add members without sending an invite; you can also choose the email subscription options for the members
         1. As you begin to type a members name, they should display user information based on the University directory. If you wish to add more than one member at a time, they will not display any information and you must separate each address with a comma
   b. Choose the option that works best for you

12. For more information about Google Groups click on the settings wheel and choose **Help and Feedback** or **Take Guided tour**

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**Related FAQs**

- What is the difference between a contact group, a Google Group, and a list-serve?
- How do I add Google Groups to the Google Application Grid?
- What are the default settings for a UNC Charlotte Google Group?
- Can Google Group members unsubscribe from a group?
- How do I request a Google Group?